

## EDITED TASK LISTING

### CLASSIFICATION: INSPECTOR OF AUTOMOTIVE EQUIPMENT

**NOTE:** Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Travels to various geographical sites to perform inspections of motor vehicles and/or mobile equipment (i.e. automobiles, vans, buses, trucks, heavy equipment and other miscellaneous vehicles and equipment) under the guidelines of the Office of Fleet Asset Management (OFAM), as needed.
2.	Inspects and tests California Department of corrections and Rehabilitation's (CDCR) motor vehicles, mobile, and heavy equipment to determine their conditions and conformity with established mechanical maintenance policies and recommending needed service, repairs, or replacement in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, and the Department's Operation Manual (DOM), as required.
3.	Inspects the safety, serviceability, and modification of motor vehicles, mobile, and heavy equipment for CDCR and make recommendations by physically examining equipment in accordance with heavy equipment and automotive manufacturer's specifications, various state agencies specifications, and reference material available to determine motor vehicle value in order to facilitate progress reports and approved billing process, as required.
4.	Inspects CDCR motor vehicles, mobile, and heavy equipment to ensure equipment is safe, reliable, and in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, State Administrative Manual (SAM) and DOM, as required.
5.	Inspects, tests, and writes brief synopsis of vehicles involved in traffic accidents and review repair estimates and invoices to ensure repairs are completed in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, SAM, and DOM, as required.
6.	Inspects motor vehicles, mobile, and heavy equipment to ensure reliability and proper maintenance by verifying maintenance records using Fleet data base and vehicle maintenance log in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, SAM, and DOM to prevent unnecessary repair costs due to neglect, as required.
7.	Surveys motor vehicles, mobile, and heavy equipment by conducting an inspection of the overall condition by referring to reference materials available to determine motor vehicle value versus repair cost and/or replacement cost in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM, and DOM, as required.
8.	Ensures adaptive driving equipment (e.g., wheelchair lift assemblies, etc.) are in proper working order by reviewing documents, testing, and inspecting to ensure that the vehicles and equipment meet specifications in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM, and DOM, as required.

*Tasks highlighted in bold text are not currently on the SPB classification specification*

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9.	Ensures compliance of Department of General Services (DGS) Vehicle Purchase and CDCR specifications by inspecting, testing and verifying quality of workmanship in compliance with State Contracts prior to acceptance of new motor vehicles, mobile, and heavy equipment manufacturer's specifications, as required.
10.	Ensures the assigned vehicle (e.g., bus and van fleet) is in proper working order in compliance with OFAM policies and procedures by taking the vehicle to the state garage or approved state vendor facility for the prescribed service maintenance schedule, as needed.
11.	Verifies repair shops are in compliance with OFAM approved vendor terms and conditions by conducting on-site inspection of local repair shop premises, equipment and invoices, and inform other inspectors, supervisors, and OFAM headquarters, as required.
12.	Determines the appropriate repair method by referring to manufacturer's recommendations, OFAM procedures and accepted industry standards, to maintain and repair motor vehicles, mobile, and heavy equipment in a safe manner, as needed.
13.	Responds to vehicle breakdowns and/or questions concerning motor vehicle, mobile, and heavy equipment repairs and state fleet policies and procedures to ensure compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM, and DOM, as required.
14.	Schedules appointments for performing routine inspections in order to maintain a safe and reliable fleet of motor vehicles, mobile, and heavy equipment in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM, and DOM, as required.
15.	Assists with automotive, mobile, and heavy equipment inspection needs in order to ensure that repairs are completed properly and in a timely manner and provides referrals of approved repair facilities in compliance with Federal and State Standards, heavy equipment and manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM, and DOM, as needed.
16.	Reviews and approves motor vehicles, mobile, and heavy equipment repairs by maintaining a tracking system and recording repairs of Departmental motor vehicles, mobile, and heavy equipment in order to maintain appropriate records and facilitate the billing process in compliance with OFAM policies and procedures, management memos, executive orders, SAM, and DOM, as needed.
17.	Authorizes vehicle modifications and decides which repair method is in the best interest of the CDCR and approves the final completion of work by examining and ensuring the motor vehicles, mobile, and heavy equipment are in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM, and DOM, as needed.

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18.	Assists with the acquisition and disposition of motor vehicles, mobile, and heavy equipment by scheduling appointments and responding to calls to inspect, test, review and investigate the need, and make appropriate recommendations in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM and DOM, as needed.
19.	Assesses overall value of motor vehicles, mobile, and heavy equipment to determine useful life and best value of equipment for the CDCR in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM, and DOM, as needed.
20.	Makes verbal and written recommendations in the repair, maintenance and purchase of motor vehicles, mobile, and heavy equipment to ensure that procurement and accounting guidelines have been followed in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM, and DOM, as needed.
21.	Analyzes motor vehicle, mobile, and heavy equipment data to assess salvage value, accident damage and determining the cost of repair versus replacement cost in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM, and DOM, as needed.
22.	Maintains accurate records of inspection findings (e.g., survey Std 152, OFA 6 Forms) and files for future reference in order to keep the OFAM and state agencies appraised of fleet assets in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM, and DOM, as needed.
23.	Adheres to Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM, and DOM in order to ensure that motor vehicles, mobile, and heavy equipment meets specifications and is in compliance with CDCR guidelines, as required.
24.	Reviews new specifications and makes recommendations on the overall safety and viability of motor vehicles, mobile, and heavy equipment in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM, and DOM, as needed.
25.	Resolves disputes or discrepancies of maintenance repair invoices by researching the Fleet database to ascertain if repair work is covered under manufacturer's warranty and if work completed by the vendor meets manufacturer's guidelines in order to protect the State from fraud and unwarranted changes, as needed.

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26.	Reviews and verifies repair invoices as defined by the OFAM and manufacturer's recommendations to approve routine repair and maintenance of State motor vehicles, mobile, and heavy equipment in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM, and DOM, as required.
27.	Audits CDCR's fleet to ensure they are operating efficiently and economically in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM, and DOM, as required.
28.	Works in a staff capacity to assist the Senior Inspector of Automotive Equipment with special projects in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM, and DOM daily.
29.	Maintains professional and technical knowledge by attending training on motor vehicle, mobile, and heavy equipment to keep up with current industry standards and administrative processes in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM and DOM, as needed.
30.	Provides training to CDCR staff on motor vehicles, mobile, and heavy equipment related information and state fleet policies and procedures to ensure compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, and SAM, as needed.
31.	Assists in amending specifications when necessary to meet vehicle codes to ensure vehicle modifications are in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, utilizing OFAM policies and procedures, management memos, executive orders, and SAM, as required.
32.	Completes monthly mileage log to track mileage and submits to the appropriate staff by utilizing computers in accordance to OFAM policies and procedures, as required.
33.	Completes monthly activity report to track work activities and submit to appropriate staff by utilizing computer in accordance to OFAM policies and procedures, as required.
34.	Investigates reoccurring fleet problems utilizing invoices, manufacturer's specifications, technical service bulletins, etc. and provide reports to supervisors and managers in a timely manner, as required.
35.	Investigates misuse of state motor vehicle, mobile, heavy equipment, and credit cards in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, and SAM to provide reports and recommendations to supervisors and managers in a timely manner, as required.

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36.	Investigates fraudulent repairs of state motor vehicles, mobile, and heavy equipment in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, utilizing OFAM policies and procedures, management memos, executive orders, SAM, and DOM to provide reports and recommendations to supervisors and managers in a timely manner, as required.
37.	Attends statewide staff meetings and/or conference calls to share information regarding Fleet programs and procedural updates utilizing computers and communication skills, as required.
38.	Contacts other inspectors, garage personnel, supervisors and OFAM headquarters staff, and other state agencies to request assistance in complex fleet issues utilizing computers and communication skills, as required.
39.	Attends manufacturer's pre-production meeting to inspect new designs in motor vehicles, mobile, and heavy equipment for CDCR that affect safety and reliability in compliance with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, SAM, and DOM, as needed.
40.	Investigates state vehicle accidents on behalf of the Office of Risk Insurance Management (ORIM) to assist in the subrogation of state accident claims and to save state costs related to the accident in compliance with Federal and State Standards, heavy equipment and automotive manufacturer specifications, OFAM policies and procedures, management memos, executive orders, and SAM, as needed.
41.	Negotiates with business owners and other state agencies on Fleet related expenditures, warranty claims, and Fleet practices to gain cooperation with Federal and State Standards, heavy equipment and automotive manufacturer's specifications, OFAM policies and procedures, management memos, executive orders, and SAM utilizing computer and communication skills, as needed.